



# **BOROUGH OF SEA GIRT**

## **MEMORIAL-MONUMENT**

### **RECOGNITION APPLICATION**

Kindly return page FOUR and any supporting documents in a SEALED envelope to the Office of Borough Administrator, Borough Hall, 321 Baltimore Blvd., Sea Girt, NJ 08750, by the closing date of February 28<sup>th</sup> of the year of application.

# **MEMORIAL NOMINATION PROCEDURES**

## **The Purpose**

- To permanently recognize those who have contributed to the Borough of Sea Girt in an EXTRAORDINARY way, going ABOVE and BEYOND to serve the community.
- A monument is crucial to retaining community memory.
- When a community creates a monument or memorial, they are making a statement about individuals they think society should remember and honor.
- Selection recognizes an individual who has contributed significantly to the Borough of Sea Girt.

## **The Selection Criteria**

- The nominee must have resided in Sea Girt for any period.
- Individual must be deceased for at least one year.
- The contribution to the Borough must have been made as a result of the nominee's personal commitment, and not as a result of his or her employment or public responsibilities.
- The contribution must have been extraordinary, Above and Beyond, or unbelievably great!
- Consideration will not be limited to the nominee's significant achievements or contributions during the year immediately preceding the year of the award but may be cumulative over a period of years in the community.

## **Nomination Procedures**

- The nomination may be made by anyone; there are no restrictions on who may apply.
- Nominations submitted must contain a written (typed) statement (any length) containing the nominee's significant contributions and achievements worthy of this honor.
- Nomination forms will be available at Borough Hall or on the Sea Girt Borough Website.
- The form should be filled out entirely, including attaching an essay on your reasons for submittal. It is required that you attach a typewritten form explaining why you believe the nominee is deserving of this significant honor.
- It is highly recommended (but not required) that supporting documentation such as, newspaper articles, official records, or any awards which support the nomination be attached.
- When application documents are compiled and complete, signed by the nominator, they should be mailed or delivered to Office of the Borough Administrator, Sea Girt Municipal Building, 321 Baltimore Blvd., Sea Girt, NJ. 08750. The completed package should be in its own sealed envelope within the mailing.

## **Important Dates**

- **Nomination Period:**      **January 1 thru  
February 28**
- **Submission Closing:**      **February 28**
- **Decision Period:**      **March 15 thru April 30**
- **Announcement:**      **After May 1**
- **Unveiling**      **Month of June**

**The next page contains the Actual Application Form which will be evaluated by the Monument Memorial Committee. It is imperative that the application information is complete, factual, and verifiable.**

**It is important that you aware of, and comply with, the Purpose, the Selection Procedure, the Important Dates, and the Nomination Procedures, and complete the application contained herein.**

# APPLICATION FOR SEA GIRT BOROUGH MONUMENT MEMORIAL RECOGNITION

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SUBMISSION DATE \_\_\_\_\_

NOMINATOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

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PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

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NOMINEE \_\_\_\_\_

WHEN NOMINEE WAS RESIDENT OF SEA GIRT \_\_\_\_\_

DATE OF DEATH \_\_\_\_\_

NOMINATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

It is only required to provide this page, any supporting documents, and a typed essay which best describes why you believe the nominee is deserving of this honor.